



King County

ASSESSMENTS

GENERAL GOVERNMENT PROGRAM PLAN

MISSION

The primary purpose of the Department of Assessments is to provide the services necessary for the maintenance and certification of a fair, equitable and uniform county assessment roll as mandated by Chapter 84 of the Revised Code of Washington (RCW). This concludes in levy rate determination and tax roll development, established annually for the purpose of administering the property tax system for all Real and Personal Property located within the geographic boundaries of King County.

OVERVIEW

The Department of Assessments is an independently elected agency charged with administering the County's property evaluation and assessment process. This process forms the basis for funding a wide range of important public services from education to transportation to hospitals; what's more, it requires effective partnerships with 163 separate taxing districts. In concert with the King County Strategic Plan, the organization strives to provide these services in a way that is fair, equitable, uniform and understandable to the public.

The Department of Assessments provides seven broad sets of products to its customers: property values (residential and commercial), revalue notices, levy rates, exemptions (for things like flood damage or for seniors), tax appeals, public information, and mapping and recording. These products are in direct service of the King County Strategic Plan Financial Stewardship Strategy 2.f: "Assess county taxes through fair and equitable application of tax law." The organization's values also speak strongly to strategies such as Service Excellence Strategy 2.b: "Adopting new technologies and processes that allow county agencies to work more effectively and efficiently" and Service Excellence Strategy 3.a: "Engage in partnerships to solve problems, expand services, and inform decision-making."

VISION

Setting values, serving the community and pursuing excellence.

MISSION

We will be the nation's best county Department of Assessments. We'll accomplish this by being people-focused and striving to be efficient and innovative in setting fair and equitable property values to fund vital community services.

- Administration;
- Accounting;
- Information Services;
- Residential; and,
- Commercial/Business

The department's budget request addresses important concerns regarding service delivery and its applicability to the King County Strategic Plan, and how the department's services add value the County, and why they are critical to the end product of a fair and equitable property tax system and final tax roll.

2013 KEY ISSUES & INITIATIVES

The department has identified key change drivers and constraints:

1. How will DOA meet the demand of increasing parcel counts in residential and commercial properties in light of the County's continuing budget constraints?
2. How will DOA meet our state mandated and statutory requirements – including individual physical inspection every six years of what will soon be more than 700,000 parcels – while we retire and replace King County's mainframe Property Based System (PBS) for calculating revenue-dependent levy rates?

For the past two years, DOA has taken to heart the strategic organizing principle of "One King County" working to be more collaborative, internally as well as externally. Assessments' space consolidation project last year was an example of this approach. The department is more efficient internally in use of floor space in the Administration Building, and by returning space to the County, other departments and agencies could benefit. The move reduced occupied office space overhead by \$220,000 annually. Additionally efforts to reduce the cost of sending out revaluation notices has reduced postage and printing costs approximately 40 percent and has garnered international interest.

DOA's proposed response to projected increase in parcels incorporates multiple strategies. DOA's primary recommendation is a continuation and ramp-up of DOA's mobile strategy for residential appraisers, and further research into the benefits of oblique aerial photography. This strategy is primarily two-fold:

- a. Phase II of the mobile tablet device application.
- b. Assessor's Office Blackriver Space Plan Implementation

DOA estimates that efficiency in residential appraisers can be improved by an initial 4 percent with these strategies.

- Assessor's Office efficiencies and cost avoidance will allow the department to meet current workload increases through 2017. Specifically, field appraisers gain a minimum of 30 minutes per day of productive field time, and the cost of hiring additional staff to meet future demand will be avoided.
- Consolidation of Assessors' Office staff and possibly other stakeholders to provide propertybased services to the public.

As the Department of Assessments re-engineers its business processes, it is essential to modernize and update computing and data management technological capabilities. With the County's current mainframe platform (PBS), significant time and resources are spent using cumbersome data management routines to facilitate collection and processing of data.

Replacement of the PBS system will be a multi-faceted approach. First, King County Information Technology (KCIT) is to move PBS functions from the mainframe to a server-based platform. This code emulation is schedule for 2013. The second phase would be to replace the emulated system functions with a new system, either developed in-house or purchased off-the-shelf. DOA has identified a critical need to have sufficient IT project management support to ensure that the PBS project does not negatively impact the ongoing state mandated work of the department.

2013 PROPOSED BUDGET FOR ASSESSMENTS 0010/A67000

Code/Item#	Description	Expenditures	FTEs *	TLTs
Adopted Budget				
AD12	2012 Adopted Budget	21,778,926	212.00	2.00
Adjustments to Adopted Budget				
PF_013	2013 Adjustments to 2012 Adopted Budget	671,725		
Direct Service Changes				
DS_002	Mobility Strategy - Technology Ongoing Support	57,000		
DS_003	Mobility Strategy - Distributed Facilities Planning	112,855		1.00
Administrative Service Changes				
AC_001	Accounting System Update (IT CIP)	0		1.00
AC_002	Research Licensing of Mobile Device Technology	100,000		
AC_301	Collective Bargaining Efficiencies	(82,399)		
Central Rate Changes				
CR_007	KCIT Operations and Maintenance Charge	(309,999)		
CR_008	KCIT Infrastructure Charge	(219,774)		
CR_009	Geographic Information Systems Charge	53,387		
CR_010	KCIT Operations and Maintenance Charge	(58,450)		
CR_011	KCIT Telecommunications Services	2,508		
CR_012	KCIT Telecommunications Overhead	(1,812)		
CR_014	Facilities Management Space Charge	88,707		
CR_025	Financial Services Charge	8,324		
CR_037	Facilities Management Strategic Initiative Fee	200		
CR_048	Business Resource Center	7,551		
CR_051	KCIT Application Services	372,300		
CR_052	KCIT Workstation Services	334,296		
CR_057	KCIT Countywide Services	54,396		
CR_058	KCIT Tech Service Rebate	21,756		
Technical Adjustments				
TA_002	Correct Proforma Error on Printed Materials & Online Content	5,000		
TA_006	Appraiser Additional Earnings Mandated by Labor Agreements	177,776		
TA_007	Account Expenditure Alignment from Prior Years' Position Eliminations	77,000		
TA_008	Retirement Payouts	52,500		
TA_009	Tax and Retirement on Longevity Pay	6,641		
TA_010	eReet Revenue Alignment	(\$6,725)		
TA_011	Technical Adjustment with Net Zero Impact to Motor Pool Rate	15,490		
TA_035	1.5 Percent Underexpenditure Adjustment	(23,204)		
FY13 Subtotal		23,302,700	212.00	2.00
2013 Proposed Budget		23,302,700	212.00	2.00

* FTEs for the 2013 Budget and 2013/2014 Biennial Budget do not include temporary positions or overtime. The 2013/2014 Biennial Budget reflects the maximum number of FTEs during the biennium.

** The 2013/2014 Biennial Budget reflects the total expenditures for the biennium.

PROGRAM HIGHLIGHTS

The total 2013 Proposed Budget for the Department of Assessments is \$23,302,700, with funding for 212.00 FTEs and 2.00 TLTs. The 2013 Proposed Budget reflects a continued commitment to responsible resource management while supporting core functions, the King County Strategic Plan goals, and pursuing more efficient technologies on the part of the Assessor. In 2013, the department proposes resources for planning a distributed workforce model, and requests two IT projects: Accounting System Update and Mobile Devices – Phase II, which will help leverage technology in the department's services. These are part of the recommendations that came out of the line of business plan pilot project.

ADJUSTMENTS TO THE ADOPTED BUDGET (PRO FORMA)

Adjustments to the 2012 Adopted Budget in Pro Forma include annualization of mid-2012 changes and removal of one-time changes, if any, as well as miscellaneous salary adjustments and increases for 3.09 percent COLA for 2013, 1 percent increase in the Flex Benefit rate from the 2012 rate, and COLA per recently settled labor agreements for 2013.

DIRECT SERVICE CHANGES

Mobility Strategy – Technology Ongoing Support - \$57,000

This supports operations and maintenance for ongoing technology costs.

Mobility Strategy – Distributed Facilities Planning - \$112,855 / 1.00 TLT

This proposal is a continuation of the Department of Assessments strategic decision to move to a more mobile and geographically dispersed workforce, it continues funding for one project manager TLT approved in the 2012 Ordinance #17419, to assist in move planning and to coordinate a mobility strategy.

ADMINISTRATIVE SERVICE CHANGES

Accounting System Update (IT CIP) - \$0 / 1.00 TLT

This proposal is for an FTE to facilitate the requirements gathering phase of the Department of Assessments plan to migrate from the mainframe. The expenditure for the project is requested in CIP IT appropriation, and this proposal is only for the position authority to reside in the operating budget.

Research Licensing of Mobile Device Technology - \$100,000

This proposal funds research into the legal and marketing issues surrounding the possible marketing of the DOA's mobile device technology – iRealproperty.

Collective Bargaining Efficiencies – (\$82,399)

This proposal represents an efficiency gained from labor negotiations. The efficiencies are estimates based on union approved details, pending Council adoption.

HOW WE DELIVER TECHNICAL ADJUSTMENTS

Central Rate Adjustments – \$353,390

This series of adjustments captures the net effect of countywide charges from the 2012 Adopted Budget. Unlike previous years, it does not include COLA and flex benefits, which are included in the Pro Forma decision package. Details about each rate can be found in the How We Deliver Introduction, beginning on page H-5, and the agency-specific changes are detailed in the central rate section of the agency crosswalk.

Correct Proforma Error on Printed Materials & Online Content - \$5,000

In Pro Forma PSB made a 2012 time limited reduction to account 53102 for \$25,000 which should have been for \$20,000. This proposal corrects for the error.

Appraiser Additional Earnings Mandated by Labor Agreements - \$177,776

Department of Assessments labor agreements include three types of additional earnings: Appeals, Education, and Professional Designation. These additional earnings were not captured by the data load from Human Capital Management System and are reflected in this change.

Account Expenditure Alignment from Prior Years' Position Eliminations - \$77,000

For many years, the Department of Assessments carried position vacancies which masked expenditures in several non-payroll related accounts. Now that those positions have been eliminated or filled, this request provides for non-labor accounts which needed additional budget to improve transparency.

Retirement Payouts - \$52,500

This change proposes to establish funding for expected retirements.

Tax and Retirement on Longevity Pay - \$6,641

The Department of Assessments has Longevity Pay mandated by labor agreements for which taxes and retirement have not been budgeted.

eReet Revenue Alignment - (\$6,725 Revenue)

This technical adjustment reduces the eReet revenue disbursement from the Recorder's O&M Fund to zero, per schedule.

Technical Adjustment with Net Zero Impact to Motor Pool Rate - \$15,490

This necessary technical adjustment has a net zero impact with a \$15,490 decrease to the Motor Pool rate in Proforma changes.

1.5 Percent Underexpenditure Adjustment – (\$23,204)

In the 2013 Proposed Budget, the required underexpenditure rate for General Fund agencies is 2 percent of expenditures that are not backed by specific dedicated revenues. Of the required under expenditure, 1.5 percent has been directly reduced from operating budgets. The remaining 0.5 percent is included in the General Fund financial plan. Agencies are expected to manage their appropriation to achieve the full underexpenditure.

IT CAPITAL PROJECTS

Accounting System Update (IT CIP - \$233,681)

This proposal is to facilitate the requirements gathering phase of the Department of Assessments plan to migrate from the mainframe. The expenditure for the project is requested in CIP IT appropriation, with position authority requested in the operating budget.

Mobile Devices Phase II (IT CIP - \$188,400)

This project funds the next version of the application needed to pursue further enhancements and integration identified by DOA staff. Deployment for commercial staff is also being considered. We think the application could be particularly helpful in setting values on residential condos, which are presently handled by DOA's Commercial Division. The 2012 Adopted Budget provided funding to replace the department's outmoded mobile devices and related service, training, cellular service, and application development, focusing on residential appraisers, intended to work in conjunction with the increased employee mobility strategy to get staff more time in the field collecting assessments. This 2013 proposal expands on that project both technically, and to include commercial appraisers.

FMD CAPITAL PROJECTS

Blackriver Facility Consolidation (FMD CIP)

This proposal is to provide planning and coordination resources for the Department of Assessments to be an anchor tenant in the Blackriver Facility.